



# Commander & FRG Leader Partnership Guide



## Quick Starting your Family Readiness Group

Korea Army Family Readiness Group Letter

What is an FRG?

How to Start your FRG

Commander's Responsibilities

Benefits of a Healthy FRG

Typical FRG Organizational Chart

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Tool Box of Resources



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, EIGHTH UNITED STATES ARMY**  
**UNIT #152316**  
**APO AP 96205-0009**

EAGA

1. MAR. 2005

MEMORANDUM FOR All Eighth United States Army Assigned Soldiers and Civilians

SUBJECT: Eighth United States Command Policy Letter #20 Korea Army Family Readiness Group Operation Ready

1. The Family Readiness Group (FRG) is an official command sanctioned organization of family members, volunteers and Soldiers belonging to a unit. It provides an avenue of mutual support and assistance, and a network of communications among the family members, the chain of command and community resources.

2. The Department of the Army has developed a FRG Leader's Handbook with guidelines and information designed to aid Commanders and family volunteers in the establishment and operation of their FRGs. This handbook, helpful links and other material can be downloaded at the 8<sup>th</sup> Army Well-Being web page located at <http://8tharmy.korea.army.mil/G1/Well-Being/Start.htm>.

3. I fully support FRGs and direct that all MSC Commanders have a fully operational FRG system for their respective organization. The minimum requirements for 8<sup>th</sup> Army FRGs are:

- a. Develop an organization phone/e-mail tree/contact roster which includes CONUS families also.
- b. FRGs will include families in the Republic of Korea and those not located in the Republic of Korea.
- c. Identify an MSC FRG POC who will establish contact with local Korea Area Army Community Service (ACS) Center. Area ACS contacts in Korea are listed below.

(1) Area I = DSN: 732-3062      (2) Area II = DSN: 738-7510      (3) Area III = DSN: 753-7439      (4) Area IV = DSN: 768-7610

- d. Ensure all family members residing in the Republic of Korea are prepared to evacuate (NEO).

4. The following goals will ensure that FRGs contribute directly to peninsula organization and Soldiers readiness.

- a. Establish connections with all families.
- b. Support the mission through provision of support, outreach and information to all families.

5. Any perceptions the FRGs are not required in the Republic of Korea are totally false. Today is a different Army... 8<sup>th</sup> Army has organizations that have deployed to support on going operations in Iraq. FRGs have proven their effectiveness and are great tools for the command. We will have functional Family Readiness Groups in Korea.

6. My FRG point of contact is Mr. Tim Spann, ACofS G1, DSN: 723-8537, e-mail: [SpannT@korea.army.mil](mailto:SpannT@korea.army.mil).

CHARLES C. CAMPBELL  
Lieutenant General, USA  
Commanding



CF: Eighth U.S. Army CONUS

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# What is a Family Readiness Group?

- A Commander's program that enhances readiness by providing a communication link for families during both garrison and deployed operations
- The unit family including all individuals associated with a military unit: Soldiers, ARNG, USAR, Active family members, geographically separated spouses, volunteers, civilians working with the unit, and/or others designated by the Soldier

## FRG is

- Functional at all times during both garrison and deployed operations
- A Partnership between the Commander and FRG Leader; Soldiers and Families are stakeholders
- A conduit providing factual, timely and reliable information
- Support and assistance for all members of the FRG
- A link to community resources
- A Command sanctioned organization
- Follow-on support after a casualty notification

## FRG is NOT

- Just for deployment
- Based on rank
- A coffee group just for spouses
- A fundraising entity for the unit
- Only for people with problems
- A professional counseling agency
- A financial institution
- A baby sitting service
- Part of official casualty notification



# How to Start Your Family Readiness Group

## Begin Like This:

- Choose and approve FRG Leader through appointment or election
- Develop Commander/Leader partnership to establish guidelines and review unit goals
- Review Training and Resource materials (e.g., Operation Ready Guide)
- Ensure an effective and up-to-date FRG Phone Tree (and/or email tree, contact roster) exists
- Establish a Steering Committee
- See Tool Box of Resources, P. 7



# Get Started!



## Who is the FRG Leader?

- A partner, working with and for the Commander and the unit family
- NOT the Commander, although (s)he is ultimately responsible for a fully operational FRG
- A leader appointed by the Commander or elected by the group and approved by the Commander
- A capable, organized, positive and caring individual





# Commander's Responsibilities

- Provide name, address, phone number and email address of all family members, including designated extended family members of single Soldiers to FRG Leader
- Establish and support the unit Family Readiness Group and its Leader
- Approve FRG leadership through election or appointment
- Collaborate with the FRG Leader to establish unit FRG goals
- Develop a continuing partnership and open lines of communication with FRG Leader
- Ensure all family members residing in Korea are prepared to evacuate (NEO)
- Utilize the FRG as a link to convey important and factual information from the military leadership to the unit family
- Recognize the FRG as the unit family and validate their concerns and issues
- Encourage participation in FRG activities for Soldiers and the entire unit family
- Review FRG fund status and newsletters/vFRG
- PARTICIPATE in FRG activities
- Appoint Total Army Family Program POC IAW AR 600-20, Army Command Policy



## The FRG Leader's Responsibilities

- Aid the Commander in establishing and maintaining the organization phone/email tree and/or contact roster regardless of location (CONUS/OCONUS)
- Know the existing FRG structure/operating procedures
- Maintain communications with the Commander or unit POC
- Organize, supervise and operate unit-level FRG meetings and activities
- Integrate mandatory NEO training into FRG activities
- Ensure accurate and official information is conveyed to members upon Commander's approval
- Work in conjunction with unit leadership to minimize rumors and stress
- Inform Commander of FRG planned activities
- Identify family member concerns and relay to unit leadership
- Recruit volunteers and use community resources (e.g., ACS, Chaplains)
- Ensure all volunteers are registered and submit hours to ACS AVCC
- Refer FRG members to training (e.g., AFTB, ACS)
- Ensure that all members are involved in group decisions and events



# Benefits of a Healthy FRG

## For the Commander...

### Combat Multiplier

- Increases unit readiness
  - Soldiers confident in the self-sufficiency of their families are Soldiers confident and fully engaged in the mission
- Promotes self-reliance within the unit
  - Satisfied families/Soldiers can positively effect unit morale, retention, cohesion and camaraderie
- Conveys information to and from the unit family
  - Minimizes rumors and stress within the unit



## For the Soldier...

### Mission Focused

- Empowers families allowing Soldiers to focus on the mission
- Assures timely and factual information from the chain of command to the family
- Ensures confidence that resources are available, enabling the family to be self-reliant



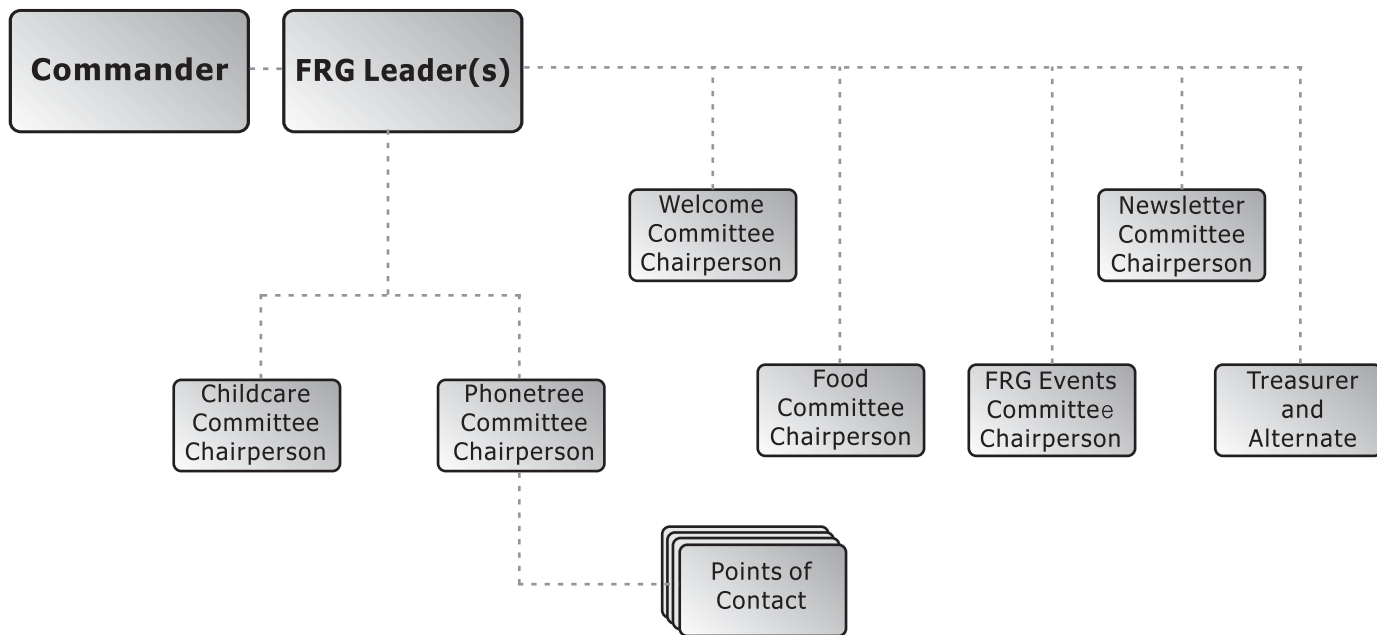
## For the Family Member...

### Self-Sufficient

- Encourages a positive attitude and increases family satisfaction
- Fosters friendships and a sense of belonging
- Empowers families to be more self-sufficient
- Links families to Community Resources
- Ensures families receive factual, timely and pertinent information
- Allows the Commander to be situationally aware of family issues and concerns



# Typical Unit FRG Organizational Chart



## Tool Box of Resources

- Army Family Readiness Group Leader Handbook, Operation Ready
  - <http://www.myarmylifetoo.com>
- Army Leader Desk Reference, Operation Ready
  - <http://www.myarmylifetoo.com>
- Army Family Team Building (AFTB)
  - <http://www.myarmylifetoo.com>
- 8th Army Web Site - <http://8tharmy.korea.army.mil>
  - Family Readiness Group
    - Click on Commander's Quick start Tool Box
- Army Commander's Guide to FRG Operation
  - <http://www.myarmylifetoo.com>
- AR 600-20, Army Command Policy
  - <http://www.usapa.army.mil>



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## **Tabs for booklet:**

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